

CITY OF LINCOLN  
LANCASTER COUNTY

# PUBLIC BUILDING COMMISSION

PURCHASING DEPT.

Phone: (402) 441-7410

**ADDENDUM #1**  
**Issue Date: 03/22/04**  
**SPECIFICATION NO. #04-071**  
**FOR**  
**RFP - Architect/Engineering Svs. For**  
**City/County Health Dept.**

Addenda (or addendum if singular) are written instruments issued by the Public Building Commission prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in your proposal response and ,if selected for short list, use the new fee schedule attached.

Be advised of the following changes and clarifications to the Commission's specification and proposal request documents:

1. QUESTION: *Have land surveys and soil analysis been addressed for the project?*

ANSWER: No. Successful Proposer will need to include (see updated "Proposed Fee Schedule" dtd 03/22/04) both land survey and soil analysis on the existing expansion area and park land conversion to more clearly define by the project.

2. QUESTION: *Has the asbestos been addressed in the existing facility?*

ANSWER: Yes. The existing Health Department has been completely abated of asbestos.

3. QUESTION: *What are your thoughts on green building design?*

ANSWER: We are very interested in green building design standards and encourage use of environmentally friendly and recycled materials. Should there be an opportunity to obtain additional funds or grants available for green building or recycled products which the Proposer is aware of, we encourage you to include these resources in your offer.

4. QUESTION: *What is the approximate square footage of the space to be renovate in the existing facility?*

ANSWER: Approximately 9,000 sq. foot of renovated space, to include addressing handicap accessibility in all existing restrooms and back up systems for power outages.

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**COMMISSION MEMBERS**

Larry Hudkins   \*   Jonathan Cook   \*   Bob Workman   \*   Jon Camp   \*   Linda Wilson  
Don Kileen, Administrator  
920 "O" Street, Suite 203, Lincoln, NE 68508

5. QUESTION: *Will the selected firm be asked to address staff and department programming needs?*

ANSWER: Yes. The successful proposer will be asked to work with staff to identify space needs for the various divisions within the Health Department (also type of space, i.e., record storage, confidentiality, serving the public, access to lab, access to waiting area, etc.) NOTE: see updated "Proposed Fee Schedule" dtd 03/22/04. May divisions are currently split with staff at satellite facilities or located apart from the rest of their division. It is the Health Department's desire to have each division together.

6. QUESTION: *Will traffic engineering be included in the project?*

ANSWER: Yes. Traffic engineering to redesign the intersection of 33<sup>rd</sup> and "O" Street (to allow U-Turn), a deceleration lane for access from "O" Street, staff and client entrances and traffic flow. NOTE: see updated "Proposed Fee Schedule" dtd 03/22/04.

7. QUESTION: *You have indicated a desire to keep proposals direct and concise, indicating a maximum of 15 pages. Is that single-sided or double sided?*

ANSWER: Can be either, maximum of 15 double-sided pages.

8. QUESTION: *Do existing mechanical drawings of the facility exist? Do you have them available in a digital format?*

ANSWER: Yes, the PBC has mechanical drawings for the existing Health Dept. They are not in a digital format, but could be made available for successful firm to scan and convert.

9. QUESTION: *Does the PBC intend to use systems furniture in the renovation and expansion?*

ANSWER: Yes. The City/County/PBC has a contract for Systems furniture. We also have access to a number of GSA (federal government) contracts for furniture and would like the Successful firm to utilize these existing contracts when ever possible. City/County Purchasing will assist successful firm in identifying the contracts, contact person and price schedule. Our Systems Furniture contract includes design services for individual spaces utilizing the Contractors designers.

10. QUESTION: *Are there any additional programming needs to consider?*

ANSWER: Flow within the facility and placement of central resources: filing, storage, laboratory, reception area, break rooms, restrooms, central receiving, and keeping departments together. Placement of entrances including general public, staff, and emergency (i.e., stretcher or ambulance).

11. QUESTION: *Mechanical area will be a tricky conversion from old to new space. The PBC has expressed a desire to eliminate the cooling tower east of the building and replace it with a ground coupled well field. Will there be an opportunity to further investigate this area.*

ANSWER: Yes. We will hold a meeting to allow the **mechanical engineers** the opportunity to inspect the current conditions and system further. The meeting will be:

**March 25<sup>th</sup>, at 2:00 p.m. - Meet in the lobby of the Health Dept.** (Doyle Reinwald, Maint.Sup.)  
(Please keep in mind, this is during regular clinic/work hours, send **ONLY essential personnel**)

12. *A list of the persons and firms attending the March 20<sup>th</sup> pre-proposal conference is attached and an updated "Proposed Fee Schedule" form dated 03/22/04 (replaces the original sent with RFP) is also enclosed.*

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Kathy A. Smith  
Assistant Purchasing Agent

# Request for Proposal

## SPECIFICATION NO. 04-071

Revised 03/22/04

RFP OPENING TIME: 12:00 NOON

DATE: Wednesday, April 7, 2004

**ADDENDA RECEIPT:** The receipt of the addenda to the specification number 1 through     is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

The undersigned submitter, having full knowledge of the requirements of the Public Building Commission for the above listed project, the Contract Documents and all other terms and conditions of the request, agrees to provide services requested in strict accordance with the specifications as prepared by the Building Commission for the consideration of the amount set forth in the following price schedule:

**TO BE COMPLETED BY SHORT LIST FIRMS AND BROUGHT TO INTERVIEW**  
**RFP Architect / Engineering Services for Health Department Expansion**

- |    |                                          |          |
|----|------------------------------------------|----------|
| 1. | Price for Schematic Design Phase:        | \$ _____ |
| 2. | Price for Land Survey and Soil Analysis: | \$ _____ |
| 3. | Price for Staff & Space Programming:     | \$ _____ |
| 4. | Price for Traffic Engineering:           | \$ _____ |
| 5. | Price for Design Development Phase:      | \$ _____ |
| 6. | Price for Construction Document Phase:   | \$ _____ |
| 7. | Bidding and Contracting Phase:           | \$ _____ |
| 8. | Construction Observation Phase:          | \$ _____ |

**TOTAL PRICE FOR ALL PHASES COMBINED:** \$ \_\_\_\_\_

**Total Price Written:** \_\_\_\_\_

Please attach a project summary detailing the project time line, specific tasks, personnel, number of hours, price/hour for each task/individual, etc.

**NOTE: RETURN 6 COMPLETE COPIES OF OFFER AND SUPPORTING MATERIAL.**  
**MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS: SEALED RFP FOR SPEC. NO. 04-071**

The undersigned signatory of the bidder represents and warrants that he has full and complete authority to submit this offer to Lancaster Building Commission, and to enter into a contract if this offer is accepted.

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**BY (Signature)**

\_\_\_\_\_  
**STREET ADDRESS or P.O. BOX**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**CITY, STATE**

\_\_\_\_\_  
**ZIP CODE**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**TELEPHONE NO.**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**FAX NO.**

\_\_\_\_\_  
**EMPLOYER'S FEDERAL I.D. NO.**  
**OR SOCIAL SECURITY NUMBER**

**Email:** \_\_\_\_\_

**ATTENDANCE AT**

**HEALTH DEPARTMENT PRE-PROPOSAL**

**CONFERENCE (#04-071) d/t/d 03/20/04**

**Addendum #1 - Attachment**

<b>FIRM NAME</b>	<b>REPRESENTATIVE(S)</b>	<b>EMAIL</b>	<b>PHONE #</b>
Judy Halstead	Lincoln/Lancaster County Health Department (LLCHD)	<a href="mailto:halstead@ci.lincoln.ne.us">halstead@ci.lincoln.ne.us</a>	441-4603
Bruce Dart	LLCHD - Director	<a href="mailto:bdart@ci.lincoln.ne.us">bdart@ci.lincoln.ne.us</a>	441-7804
Don Killeen	Public Building Commission (PBC) Administrator		441-7356
Deb Schorr	Lancaster County Board		441-7447
Vince Mejer	City/County Purchasing Division	<a href="mailto:vmejer@ci.lincoln.ne.us">vmejer@ci.lincoln.ne.us</a>	441-8314
Kathy Smith	City/County Purchasing Division	<a href="mailto:ksmith@ci.lincoln.ne.us">ksmith@ci.lincoln.ne.us</a>	441-8309
Dan Thompson	ETI		
Tom Ernst	ETI	<a href="mailto:Ternst@eh-lincoln">Ternst@eh-lincoln</a>	476-4273
Marilyn Larson	Davis Design	<a href="mailto:marilyn.larson@davisdesign.com">marilyn.larson@davisdesign.com</a>	476-9700
Doug Elting	Davis Design	<a href="mailto:doug.elting@davisdesign.com">doug.elting@davisdesign.com</a>	476-9700
Dan Grosso	Sinclair Hille	<a href="mailto:dgrosso@sinclairhille.com">dgrosso@sinclairhille.com</a>	
Bob Lezotte	BVH Architects	<a href="mailto:blezotte@bvh.com">blezotte@bvh.com</a>	475-4551
JoAnne Kissel	Clark Enersen	<a href="mailto:jkissel@clarkenersen.com">jkissel@clarkenersen.com</a>	477-9291
Jeffre Chadwick	Clark Enersen	<a href="mailto:jchadwick@clarkenersen.com">jchadwick@clarkenersen.com</a>	477-9291
Ravi Maniktala	ME Group	<a href="mailto:rmaniktala@megroup.com">rmaniktala@megroup.com</a>	464-3833